

PERSONNEL RULES  
OF THE  
CITY OF RICHMOND

Revised November, 1972



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CITY OF RICHMOND

PERSONNEL RULES

RULE I

DEFINITION OF TERMS

Section 1. Allocation

The assignment of a single position to its proper class in accordance with the duties performed and the authority and responsibility exercised.

Section 2. Anniversary Date

That date which represents for an employee the date on which he was employed, and on which he becomes eligible for consideration for a salary advancement. Merit increases, cost-of-living increases or salary adjustment shall not operate to change an employee's anniversary date.

Section 3. Appointing Authority

The City Manager, as specified in Charter Article IV.

Section 4. Appointment

The offer to and acceptance of a person of a position in the Classified Service in accordance with the provisions of Article XIII of the Charter and these Rules.

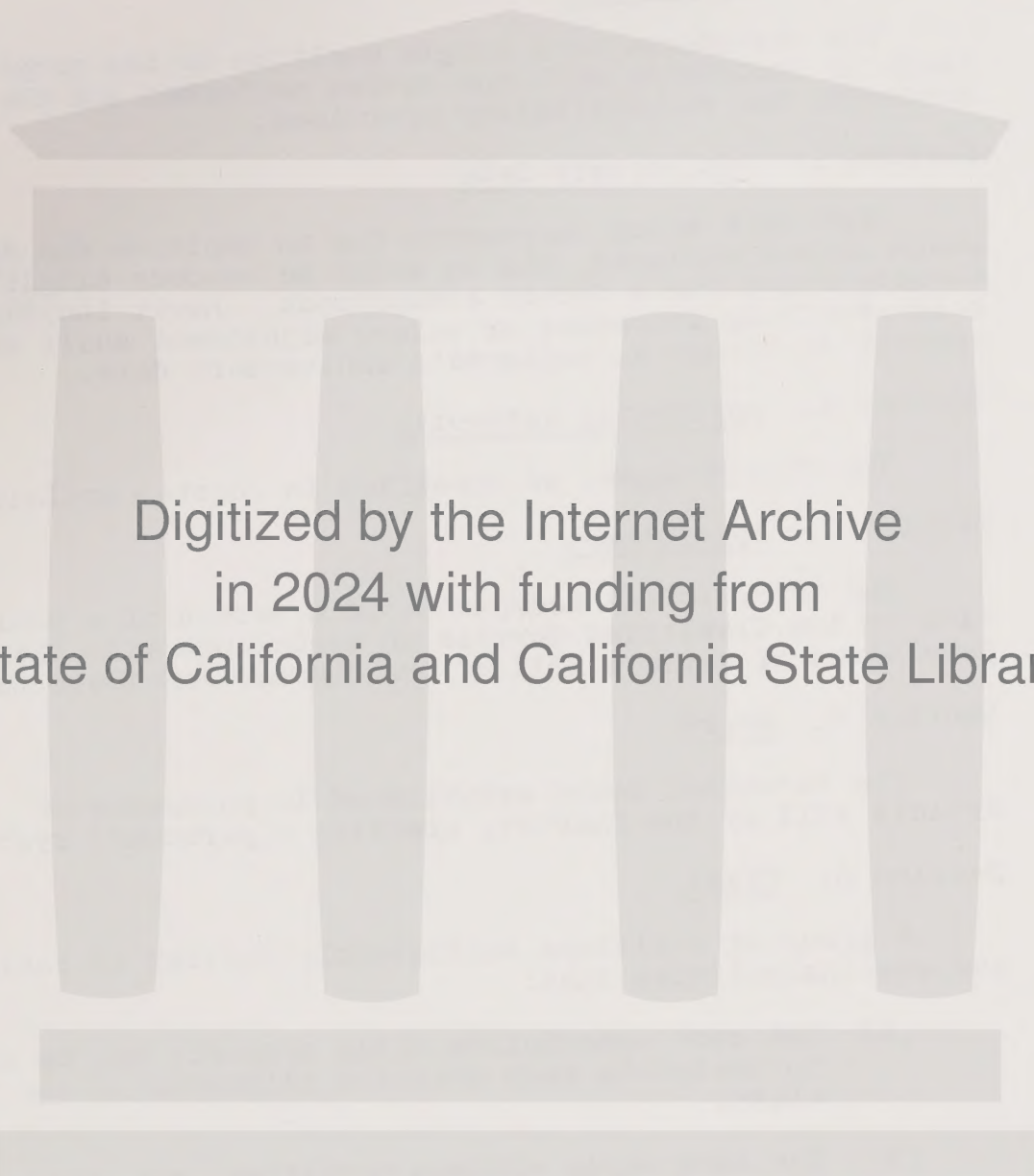
Section 5. Board

The Personnel Board established in pursuance of Article XIII of the Charter, creating a personnel system.

Section 6. Class

A group of positions sufficiently similar in duties and responsibilities that:

- (a) The same descriptive title properly may be used to designate each position allocated to the class;
- (b) The same basic minimum qualifications may be required of all incumbents;
- (c) The same selection devices may be used to screen qualified employees;
- (d) The same salary rate or range can apply with equity under substantially the same working conditions.



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Section 6.1 Comparable Class

A class that is sufficiently similar in duties and responsibilities that the same basic minimum qualifications may be required of all incumbents.

Section 7. Class Specification

A written description of a class which distinguishes it from every other class in the Classification Plan and provides a guide for the allocation of all positions in the Classified Service to classes.

Section 8. Classified Service

The positions which are included or which may hereafter be included under the personnel system of the City.

Section 9. Demotion

The movement of an employee from one class to another class which has a lower maximum salary rate and/or which has less difficult duties and responsibilities.

Section 10. Displacement

The termination of a provisional employee brought about by the probationary appointment, reinstatement or demotion of another person.

Section 11. Eligible

A person whose name is on an employment list resulting from an open-competitive or promotional examination on a re-employment list.

Section 12. Employment List

A list of names of persons who have qualified through an employment examination for a particular class and who are ranked in order of their earned final scores.

Section 13. Immediate Family

The immediate family of an employee shall include: wife, husband, mother, father, grandmother, grandfather, sister, brother, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-children, stepfather, stepmother and all minors living as a member of the family. In unusual cases, the City Manager may make exceptions to these restrictions.





Section 14. Intermittent Employment

Work which is less than full-time and less than year long, and which is generally recurrent at irregular intervals.

Section 15. Open-Competitive Examination

An examination in which any citizen of the United States who meets the qualification requirements and who submits a proper application is eligible to compete.

Section 16. Position

A set of duties and responsibilities normally exercised by one individual, and which, even though vacant, can be described accurately.

Section 17. Probationary Employee

An employee who has been appointed from an employment list but who has not yet completed his work test period.

Section 18. Promotion

The movement of an employee from one class to another class which has a higher maximum rate of pay and involves more difficult duties and responsibilities.

Section 19. Promotional List

A list of names of city employees who have qualified through promotional examination for consideration for appointment to a higher class, and who are ranked in order of their final scores.

Section 20. Re-employment List

A list of employees who have legally been laid off.

Section 21. Rejection

The demotion or termination of an employee during his probationary period.

Section 22. Salary Advancement

An increase in salary, from one step to a higher one within the same salary range, generally but not necessarily based on a year of satisfactory, continuous service in the same class.



Section 23. Salary Reduction

A decrease in salary, from one step to a lower step within the same salary range, for disciplinary reasons or for unsatisfactory performance on the job.

Section 24. Termination

Separation of an employee from the service of the City.

Section 25. Transfer

The movement of an employee from one position in a class to another in the same class but in a different department.

Section 26. Types of Appointments

The following are types of appointments: permanent; probationary; provisional; short-term, exempt; and emergency.

Section 27. Types of Service

The following are types of service: regular and full-time; part-time; intermittent or as-needed; and seasonal.





RULE II

GENERAL ORIENTATION

Section 1. Intent

The objectives of these rules are to facilitate efficient and economical services to the public and to provide for a fair and just system of personnel management in the Municipal Government. These rules set forth in detail those procedures which insure like treatment for those who present themselves for original employment or promotion and the obligations, rights, privileges, benefits and prohibitions which are placed on all employees in the Classified Service of the City of Richmond. At the same time, within the limits of administrative feasibility, recognition shall be given to the fact that individuals differ, that no two individuals react alike to reward and punishment or to uniform motivation and encouragement. For this reason, considerable latitude shall be given to the Personnel Director in the execution of his duties and responsibilities relating to employee morale and discipline.

Section 2. Discrimination

No person in the Classified Service, or seeking admission thereto, shall be employed, terminated or in any way favored or discriminated against because of race, religious belief, or political opinion or affiliations, or interest or membership or refusal to join in any organization of workers, as provided in Charter Article XIII, Section 10.

Section 3. Tenure of Office

The tenure of every employee in the Classified Service shall be based upon continued satisfactory service, proper personal conduct, continuing fitness for his position, as determined by the Department Head, existence of need for the work performed, and availability of funds, as determined by the City Manager.

Section 4. Training and Self-Improvement Opportunities

Each Department Head shall establish employee training programs for his subordinates, as approved by the City Manager. The purposes shall be to stimulate a high level of employee efficiency and to provide employees with opportunity to improve their status.





Section 5. Amendment and Revision of Rules

Recommendations for amending or revising these rules may be made by the City Manager, by the Personnel Director or any employee. Such proposed rule changes or amendments shall be submitted to the Personnel Board for their review and recommendation. At least ten days prior to their review by the Board, notices of such proposed amendments or revisions shall be posted on departmental bulletin boards in the City Hall, Hall of Justice, Corporation Yard, Parks Department Employee Room, and Fire Stations. The notices shall include the verbatim content of the proposed change, together with the time and place and date of review by the Board. At this time, duly authorized representatives of the employees may appear and be heard.

Following this hearing, the Board shall submit the proposed change, with the Board's recommendation, to the Council for its consideration.



RULE III

CLASSIFICATION PLAN, CLASSES, AND POSITIONS  
(Amended by Reso. No. 195-73, adopted Nov. 5, 1973)

Section 1. Preparation of Classification Plan

The Personnel Director shall ascertain and record the duties and responsibilities of all positions in the Classified Service. After consulting with appointing authorities and heads of departments affected, he shall prepare a Classification Plan for all positions in the Classified Service.

The Classification Plan shall be so developed and maintained that all positions which are substantially similar in duties, responsibilities and authority are included within the same class, and that the same salary range may be made to apply with equity, under like working conditions, to all positions in the same class.

The Classification Plan shall consist of a list of titles of the classes to which all positions in the Classified Service are to be allocated and a written specification defining each class. The class specification shall include the class title, a summary statement of duties and responsibilities, a list of typical tasks and minimum or desirable qualifications for appointment, and may include such other pertinent material as the Personnel Director may deem desirable.

Section 2. Adoption of the Plan

Before the Classification Plan or any part or revision thereof shall become effective, the following steps must be observed:

- (a) The Personnel Director shall meet with such authorized employee representation as request it, within a reasonable time limit set by the Personnel Board, to discuss the proposed Classification Plan or proposed revision thereof.
- (b) After receiving approval of the proposed Classification Plan or proposed revision thereof by the City Manager, the Personnel Director shall submit it to the Personnel Board.





- (c) The Personnel Board shall hold a public hearing on the proposed Classification Plan or proposed revision thereof after having required the Personnel Director to publicize the hearing in the manner they shall prescribe. After such hearing, the Personnel Board shall submit to the City Council the proposed Classification Plan or proposed revision thereof, as the case may be, with the Board's recommendation thereon.
- (d) Following such submission, the City Council may, by resolution, adopt or disapprove the proposed classification plan or proposed revision thereof or may revise the proposed classification plan or proposed revision thereof and adopt the same as revised.
- (e) The Classification Plan or revision thereof shall become effective upon adoption by the City Council.

Upon adoption of the classification plan or any revision thereof by the Council, its provisions shall be observed in the handling of all personnel actions and activities, budgeting, and payroll activities.

### Section 3. Adoption of Allocation Lists

Immediately following the adoption of the Classification Plan, the Personnel Director shall prepare a list showing the class to which each position in the Classified Service is proposed to be allocated. He shall give written notice to each employee of the title of the class to which he proposes to allocate the employee's position.

The Personnel Director shall discuss with each employee who requests it, or his authorized representative, the proposed allocation of his position. Following this review, the Personnel Director shall submit his proposed allocation list to the Board for approval.

The Board shall require the Personnel Director to publicize, in the manner it prescribes, the fact that one or more public hearings will be held on the allocation of positions. After directing such changes in allocation as it deems desirable, the Board will adopt the allocation list, and the Personnel Director will make effective the allocation of positions.





Section 4. Reallocation of Positions

After the initial allocation of positions, any position may be reallocated to a different class by the Personnel Director following approval by the City Manager and the Personnel Board, provided such action is indicated by a change in the duties or responsibilities of the position or for other sufficient reasons.

Section 5. Need for Change in Duties and Responsibilities of a Position

Whenever, in the opinion of a department head, there is need for a change in duties and responsibilities of a given position under his jurisdiction, he shall notify the Personnel Director of that need.

Section 6. Nature of the Class Specification

The class specification shall be construed as being descriptive, and not restrictive. Whenever a determination is to be made as to which class a given position is to be allocated, the specification of each class shall be considered in its entirety and in relation to other specifications in the Classification Plan.

Section 7. Revision of Specifications

After the adoption of the Classification Plan, the Personnel Director may, following approval by the City Manager and the Personnel Board and after considering the interests of the employees and department heads, revise the content of the individual specifications to reflect changes in class content, changes in labor market conditions, and for other valid reasons.

Section 8. New Positions

Before a newly-created position in the Classified Service can be filled, the Personnel Director shall, following approval by the City Manager and the Personnel Board, allocate the position to its proper class.

Section 9. Records

The Personnel Director shall maintain complete and accurate records which shall include a current specification for each class in the Classification Plan and a current allocation list.

Section 10.

If either the City Manager or the Personnel Board should disapprove of a proposal to allocate or reallocate a position, or to revise the content of an individual specification, the City Council may override such disapproval and direct that the allocation, reallocation, or revision of specification be made.



RULE IV  
COMPENSATION AND WAGE ADMINISTRATION

On December 13, 1976, the City Council adopted Resolution 191-76 to amend the Personnel Rules by deleting Rule IV in its entirety.

These provisions are now included in current salary ordinance.





RULE V

RECRUITMENT, SELECTION AND APPOINTMENT

Section 1. Recruitment of Applicants for Examination

It shall be the responsibility of the Personnel Director to publicize each examination for appointments to the Classified Service to the end that the best available persons shall be attracted to the service of the City. He shall, as a minimum effort in recruiting, post examination announcements in the City Hall on all official bulletin boards, and in such public places in the City of Richmond as the Board shall designate. The Personnel Director shall, whenever conditions warrant, make use of such media of publicity as the radio, newspaper releases and advertisements, advertisements in professional journals, and any other effective means of attracting qualified applicants for examination. No examination may be closed to the receipt of applications until it has been publicized for a minimum of 15 days.

- (a) Content of Examination Announcements. Each examination announcement shall specify the classification title, the nature of the work to be performed, the pay rate or range for the classification, the basic type of examination, the score required to qualify in the examination, the relative weight to be assigned to each part of the examination, and the required passing score, the probable nature of the written test, if any, the minimum or desirable qualifications, the closing date for the filing of applications. The Personnel Director may, in addition, add such other information as he deems advisable.
- (b) Application Forms. Application for examination shall be made on forms provided by the Personnel Director. The application form shall require information as to age, sex, citizenship, academic training and experience, convictions for criminal acts, if any, and such other information as the Personnel Director deems pertinent. Each applicant shall sign his application form.
- (c) Accepted Applicants. Each accepted applicant shall be so notified in writing and shall be informed of the exact time, place and date of examination.



- (d) Rejected Applicants. Each rejected applicant must be informed of the reason for his rejection in writing.

An applicant must be rejected by the Personnel Director if the applicant clearly does not meet required minimum qualifications, or is physically or morally unfit to perform the duties and responsibilities of the class for which he has applied, has made a false statement of material facts, is addicted to the habitual use of drugs or the excessive use of alcohol, has been convicted of a crime involving moral turpitude or has practiced, or attempted to practice, deception or fraud in his application.

Any applicant who has been accepted, but who later is found to have been in violation of any of the acts above stated may be eliminated from further competition or removed from the eligible list resulting from the examination.

The Personnel Director may, of course, reject an applicant for good and sufficient reason not listed here.

## Section 2. Selection

The personnel selection technique used in the employment-examination processes shall be impartial, of a practical nature and shall relate to those matters which fairly test the relative capacity of the persons examined to discharge the duties and responsibilities of the classification of positions to which they seek to be appointed. The selection techniques used shall comply with the provisions of Paragraph Two, Section 1 of Article XIII of the City Charter. No question in any examination shall relate to political or religious opinion or affiliations.

In any examination in which the Personnel Director deems it desirable to do so, he may include a qualifying test or tests and may set a minimum qualifying standard.

- (a) Types of Examinations. There shall be two basic types of examinations: Open-competitive examinations and promotional examinations.

There may be at least two general kinds of open-competitive examinations: Assembled examinations and continuous examinations, neither of which shall have a requirement of city employment. Assembled examinations shall consist of one or more tests conducted at a specified time and place at which applicants are required to appear for competitive examina-



tion under the supervision of an examiner, monitor, or proctor designated by the Personnel Director. These are open to any person who meets the minimum qualifications and other requirements set forth in the examination announcement or bulletin, or that are required by general law, such as the State Labor Code requirement of American Citizenship. Continuous examination shall consist of one or more tests conducted for one or a small number of applicants at various times coinciding generally with the filing of applications. These are open to any person who meets the minimum qualifications and other requirements as set forth in the examination announcement or bulletin, or that are required by general law, such as the State Labor Code requirement of American Citizenship, provided that no candidate may retake a continuous examination within six (6) months for the same or closely similar classification.

Continuous examinations normally will be used, following notification to the Personnel Board, when one or more of these conditions exist: extreme difficulty in recruiting well-qualified new employees; strong need for quicker action than is possible in an assembled examination; a pattern exists of relatively high or short-notice turnover within a specific class of positions.

Promotional examinations are open only to city employees who meet both of these conditions: (1) each employee shall have all of the minimum qualifications and other requirements set forth in the examination announcement or bulletin; and (2) each employee shall either have been blanketed into the Classified Service, or have successfully completed a probationary period, or be working under a probationary appointment provided that the probationer must take the examination conditional upon his successful completion of probation in the lower classification. Promotional examinations in the Fire and Police Departments and promotional examinations for Department Head vacancies additionally shall be limited to qualified, permanent employees in the department concerned, provided that whenever, in the judgment of the Personnel Board, based upon the facts in each case, insufficient competition exists within the department for effectively filling a Department Head position, an open-competitive examination shall be used.





(b) Conduct of Examinations. All examinations shall be conducted and controlled by the Personnel Director or his authorized representative.

(c) Notification of Examination Results. Each candidate in an examination shall be given written notice by the Personnel Director of the results thereof, and if successful, of his final earned score and his relative position on the employment list.

(d) Written Test Key Review. Candidates in promotional examinations shall have the right to review on the first working day following the administration of the written test, the written test key. This review period shall last for four (4) consecutive working days. During this time, each candidate is entitled to protest in writing against any keyed answer, providing the nature of his protest is clearly explained in writing and his reasons for objecting to the keyed answers are clearly set forth. Whenever feasible, the candidate will be required to cite authority for his protest. Upon the termination of the protest period, the Personnel Director will analyze each proper protest and to the best of his ability will make a fair determination as to the worth of each protest. He shall make such key corrections as he is convinced are proper, and shall then score the written test papers with the revised key.

(e) Review of Examination Papers. Except in continuous examinations, any candidate shall have the right personally to inspect his examination paper within seven (7) days after the date of mailing tentative notices of the final score and the position on the employment list. A candidate in a continuous examination may witness verification of the scoring of his examination paper but cannot personally inspect his written examination paper. No written notes may be made by the candidate while he is inspecting his paper unless he received written authorization from the Personnel Director. Any error in computation called to the attention of the Personnel Director during this time shall be corrected. Such correction will not be made after the seven (7) day period. At the end of this period, the corrected employment list shall be established in accordance with Charter provisions.



(f) Veteran's Preference. Preference credits shall be given to veterans who compete in entrance examinations as provided below:

1. For the purpose of this section, "veteran" means any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940 to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who has served only in auxiliary or reserve components of the armed forces whose services therein did not exempt him from the operation of the Selective Training and Service Act of 1940. For the purpose of this section the termination of World War II shall be considered as of midnight, December 31, 1946.
2. For the purpose of this section "disabled veteran" means any veteran as defined herein who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of his service. Proof of such disability shall be deemed conclusive if it is of record in the United States Veterans Administration. Veterans whose disability is such as to prevent them from performing the duties of the class for which they are applying to take an examination shall be rejected.
3. In employment lists generated from open examinations, candidates will be identified as "veteran" or "disabled veteran" if they meet the criteria established in paragraphs 1 or 2 above.





4. The appointing authority will give special consideration to the employment of veterans and disabled veterans who are within reach on employment lists.

Section 3.      Employment Lists

(a) As soon as possible after the completion of an examination, the Personnel Director shall prepare an employment list consisting of the names of persons qualifying in the examination.

(b) Except as provided to the contrary in paragraph (d) of this Section 3, the names of candidates who have qualified in the examination will be placed in one or three ranges designated as Rank A, Rank B, or Rank C. All names within each rank shall be considered equally qualified, and there shall be no additional ranking within each rank.

Rank A shall contain the names of those candidates found to be the best qualified for the class.

Rank B shall contain the names of those candidates who are well qualified for the class, but not as fully qualified as those placed in Rank A.

Rank C shall contain the names of those candidates who are qualified for the class, but not as fully qualified as those placed in Rank A or B.

(c) Except as provided to the contrary in paragraph (d) of this Section 3, in promotional examinations only, the maximum number of candidates that may be placed in Rank A is five or one-third of all the eligible candidates, whichever amount is greater. Similarly, the maximum number of candidates that may be placed in Rank B is five or one-third of all the eligible candidates, whichever amount is greater. There is no limitation as to the number of eligible candidates that may be placed in Rank C.

(d) In promotional examinations for sworn police classifications only, the names of candidates who have qualified in such an examination shall be placed on a single, unranked list. Names of eligible candidates will be arranged in alphabetical order.

Section 3.1.      Life of Employment Lists

Employment lists shall be established in accordance with Charter provisions. Promotional lists shall be effective for two years from the date of establishment unless sooner exhausted. Employment lists resulting from open competitive examinations shall be effective, with the exceptions shown immediately below, for two years, except that the City Manager may authorize cancellation of an employment list after it has been in effect for six months; however, said cancellation is subject to the prior approval of the Personnel Board when said list contains any present, classified City employees. The name of a person who has been laid off shall remain on the re-employment list for a period of two years unless

(Section 3 amended by Reso. No. 8-80, adopted 1/14/80)  
(Section 3.1 amended by Reso. No. 19-75, adopted 2/10/75)



that person is reappointed prior to the end of that period. The name of a person who has earned eligibility through a continuous examination shall remain on the employment list for a period of four (4) months, and this may be extended once for an additional period of four (4) months, upon proper request, to a total period of eight (8) months.

An employment list resulting from a continuous examination for a given classification shall not be established if an employment list resulting from an assembled examination for the same classification exists, unless the latter is exhausted or the probability exists that the latter list soon will be exhausted.

Section 3.2. Removal of Names from Eligible Lists

The name of any person appearing on an eligible list shall be removed by the Personnel Director if the eligible requests in writing that his name be removed, or if he fails to respond within a stipulated time to a request that he appear for an employment interview, or if he has been three times certified for consideration for appointment as the top name and has not been appointed.

The Personnel Director shall notify the person of the fact that his name has been removed by a notice mailed to the last known address of that person.

The names of persons on promotional lists who resign from the City service shall be removed from such lists.

The name of any person who declines an appointment to a permanent position for a total of three times shall be removed from the eligible list.

Section 3.3. Names on Inactive Status

Any person whose name appears on any eligible list shall have the right to request the Personnel Director in writing that his name be placed in an inactive status so that during the period requested, his name would not be certified. Said person shall have the right at any time during the life of the list on which his name appears to request in writing that his name be restored to the list. In such event, his name shall be restored in accordance with his final earned score.

Section 4. Procedure for Certification and Appointment of Eligibles

All vacancies in the Classified Service shall be filled by re-employment, transfer, demotion, re-instatement or by the appointment of eligibles certified by the Personnel Director from an appropriate list, if such list is available. In the absence of persons eligible for appointment in these ways, provisional appointments, in accordance with the provisions of Article XIII of the Charter and these Rules, may be permitted.



Section 4.1      Requisition for Personnel

Whenever a vacancy in the Classified Service is to be filled, the Department Head shall prepare a requisition on a form prescribed by the Personnel Director, and shall state the type of service, i.e., full-time, seasonal, part-time or intermittent, and if other than permanent, full-time, shall describe the probable duration of the appointment, and give such other information as is pertinent.

The Personnel Director shall advise the appointing powers as to the availability of employees for re-employment, requests for transfer, or demotion, and of eligibles on employment lists for the class.

If it is neither possible to fill the vacancy by re-employment, nor to the City's best interest to fill it by transfer or demotion, certification shall be made from an appropriate eligible list, provided eligibles are available.

Section 4.2      Order of Certification of  
Eligibles from Eligible Lists

Whenever a request for certification is to be made, the Personnel Director shall be governed by the following regulations:

There are four types of eligible lists. Certification from these lists, if each exist, shall be made in the order in which they are shown below:

- (1) Re-employment List
- (2) Departmental Promotional List
- (3) Promotional List
- (4) Employment List

Section 4.2.1      Order of Certification of Police Officer  
Eligibles from Exempt to Classified  
Positions in the Same Class

When a police officer has been certified and appointed to an exempt position in a classification which also includes classified positions, the employee shall be deemed to be still on the list and certifiable for appointment to the first classified position vacancy in the classification. When there is more than one exempt employee in the same classification, the order of appointment to classified positions shall be by seniority in the exempt position. Regardless of rank on employment list, employees in exempt positions will be appointed to classified positions ahead of all non-employee candidates on the employment list.

Section 4.3      Certification from Re-employment List

When a re-employment list is to be used to fill a vacancy, the Personnel Director shall certify the top name only, which is the last person laid off in that class or a comparable class, and the appointing authority shall appoint such person to fill the vacancy.

(Amended by Reso. No. 178-75, Adopted 10-28-75)





Section 4.4.     Certification from Other  
Than Re-Employment Lists

Section 4.4.1. Except as provided to the contrary in Section 4.3, the number of available eligibles certified from employment lists established as a result of an open competitive examination shall include all the names in Rank A. If there are fewer than four more names available in Rank A than the number of vacancies to be filled, then all the names in Rank B shall be certified along with the names in Rank A. If there are fewer than four more names available in Ranks A and B combined than the number of vacancies to be filled, then all the names in Rank C shall be certified along with the names in Ranks A and B. If there are fewer than four more names available in Ranks A, B, and C combined, the appointing authority may select from such lesser number or request that another examination be held.

Section 4.4.2. Except as provided to the contrary in Sections 4.3 and 4.4.3, the number of available eligibles certified from promotional employment lists shall include all the names in Rank A. If there are fewer than two more names available in Rank A than the number of vacancies to be filled, then all the names in Rank B shall be certified along with the names in Rank A. If there are fewer than two more names available in Ranks A and B combined than the number of vacancies to be filled, then all the names in Rank C shall be certified along with the names in Ranks A and B. If there are fewer than two more names available on a promotional employment list, then the certification of eligibles from an appropriate employment list, if one exists, will be made in accordance with the provisions listed in the paragraph above. In the case where more than one vacancy is to be filled from a certification of eligibles from a promotional employment list, the appointing authority shall select candidates from the highest rank available until the number of available candidates is two or less, in which case, a selection from the next lowest rank may be made.

Section 4.4.3. In the case of promotional lists for sworn police classifications only, the certification will include all the available eligibles.

Section 4.5.     Appointing Procedure

After due consideration, the Department Head shall make a selection from among those available eligibles certified, and shall immediately notify the Personnel Director of the person or persons selected. The Personnel Director shall thereupon notify the person selected, and if such person accepts the appointment and presents himself for duty at such time as the appointing authority shall prescribe, he shall be deemed to be appointed; otherwise he shall be deemed to have declined the appointment.

(Section 4.4 amended by Resol. No. 8-80, adopted 1/14/80)



Section 4.6      Designation of Types of  
Appointment and Service

Each appointment made to each city position shall designate one of the following types of appointment:

1. Exempt: Appointments made in accord with Charter Article XIII, Section 3 (a).
2. Permanent: Appointments earned by employees who have completed successfully their probationary period or who have been blanketed in by the provisions of Charter Article XIII, Section 9.
3. Probationary: Appointments made from a proper employment list and in accord with the provisions of Personnel Rule V.
4. Provisional: Appointments made pending examination in the absence of appropriate employment lists of persons who possess the proper qualifications as determined by the Personnel Director; provided, however, that an employment list shall be established for such positions within 180 days. No person shall be employed under a provisional appointment in any one position for a total of more than 180 days in any 12 month period, and no one position shall be filled by a provisional appointment for more than a total of 180 days in any 12 month period.
5. Short-Term: Appointments made for a limited time only, generally not in excess of 120 days, and generally but not solely to process intermittent employments in certain recreation positions or to provide relief employments during vacation, extended sick leave, injury leave, maternity leave, and similar absences of regular employees.
6. Emergency: Appointments made due to such catastrophies as fire, flood or earthquake, which may be made for short periods of time without regard to the Personnel Rules otherwise governing appointments.

Additionally, each such appointment shall designate one or a combination of the following types of service:

1. Regular and full-time
2. Part-time, which shall be a fixed and continuing portion of a full-time job.





Rule V Sec. 4.6

3. Intermittent (or as needed) which may vary as to specific times worked and as to amounts of time worked.
4. Seasonal, which should not exceed six (6) months within any twelve (12) consecutive months, and which may be full-time, part-time or intermittent.



RULE VI  
PROBATIONARY PERIOD

On December 13, 1976, the City Council adopted Resolution 191-76 to amend the Personnel Rules by deleting Rule VI in its entirety.

These provisions are now included in current salary ordinance.



RULE VII  
ATTENDANCE AND LEAVES

On December 13, 1976, the City Council adopted Resolution 191-76 to amend the Personnel Rules by deleting Rule VII in its entirety.

These provisions are now included in current salary ordinance.





RULE VIII

IN-SERVICE PERSONNEL TRANSACTION

Section 1. General

The purpose of this Rule is to provide an orderly method of controlling and effecting the movement of personnel in the Classified Service.

Section 2. Promotion

Insofar as practicable, and consistent with the best interests of the City and of the Classified Service, vacancies in the competitive service shall be filled by promotion.

If any vacancy exists in any Department Head position, it shall be filled by the City Manager through a departmental promotional examination restricted to employees of the department in which the vacancy occurs, unless, in the opinion of the Board, there is insufficient competition within the department. In this case, the Board shall request the Personnel Director to hold an open-competitive examination, for the purpose of filling the vacancy.

If a vacancy exists in the uniformed series of classes in the Fire Department, or in the sworn peace officers series in the Police Department, it shall be filled by departmental promotional examination restricted to employees in the respective departments.

If a vacancy exists in any position in the Classified Service other than those mentioned previously in this section, it shall be filled by promotional examination, unless, in the opinion of the Personnel Director, there is insufficient competition. In this case, the Personnel Director shall hold an open-competitive examination for the purpose of filling the vacancy.

Nothing in this section shall be construed as preventing the City Manager from filling any vacancy by means of re-employment, transfer, or demotion as set forth in Rule IV, Section 4, provided that such action shall be consistent with provisions of Article XIII of the Charter and these Rules.

Section 3. Demotion

The City Manager, upon the recommendation of the Department Head involved, may demote any employee who requests it in writing. Such demotion shall be known as a voluntary demotion and shall be so noted on all official records.



The City Manager, upon the recommendation of the Department Head involved, and the Personnel Director, may demote an employee whose ability to perform his normal duties has been impaired either through senescence or through injury or illness, provided that an employee injured in line of duty shall be retained on the salary of his present classification if he is capable of performing any of the duties of the said classification. In such cases, the employee, if he has a permanent appointment in the higher class, may be granted a permanent appointment in the lower class, provided he has the necessary qualifications as determined by the Personnel Director. Such demotion shall be without prejudice to the employee.

The City Manager may demote an employee who has permanent status for disciplinary reasons or if such employee's performance on the job does not meet required standards. Employees may be demoted in lieu of discharge or suspension for these reasons only if they have earned permanent status in the lower class to which demotion is contemplated. Such action shall require the recommendation of the department head involved.

Written notice shall be given to any employee who is demoted not later than the date on which demotion is to become effective. Such notice shall be on a form prescribed by the Personnel Director, and a copy of such notice shall be filed with him.

#### Section 4. Transfer

A department head shall have the right to reassign any employee from one position to any other position in the same class in his department. However, no employee shall be transferred from one position to another position in the same class in a different department unless both department heads consent and the employee so requests in writing; provided that, in the best interests of the service and upon the recommendation of the Personnel Director, the City Manager may so transfer an employee whether or not he requests it.

All vacancies shall be posted on appropriate bulletin boards so that the present City employees may request transfer.

Transfer shall not be used to bring about promotion, demotion, advancement, or reduction.





Section 5. Suspension

The City Manager may suspend an employee from his position at any time for any just cause. Department heads may suspend an employee for not more than three days at any one time without the prior approval of the City Manager. All suspensions shall be reported immediately to the Personnel Director upon forms prescribed by him.

Section 6. Reinstatement

An employee who has resigned with a good record as has been determined by the department head at the time of resignation upon the prescribed form may be reinstated within three years to his or her former position, if vacant, or to a vacant position in the same or comparable class in the absence of an appropriate promotional eligible list.

Reinstatement is not a right which an employee may exercise at his or her option, but rather a means by which a department head may bring back an employee who has rendered fit and efficient service.

An ex-employee who is reinstated is not entitled to sick leave for prior service.

If there is a question of physical or mental ability or of knowledges and skills, proper examinations may be required by the Personnel Director before an ex-employee can be reinstated. A medical examination shall be required.

Section 7. Service or Performance Ratings  
Following Probation

Each department head who deems it appropriate from his department shall have authority to establish and properly use a system of rating the services of subordinate employees following approval by the Personnel Director and the City Manager of each specific departmental service rating system.



RULE IX

TERMINATION OF EMPLOYMENT

Section 1. General

This Rule is intended to provide an orderly method of separating employees from service with the City. Fair and objective consideration shall be given to the best interest of the affected employee as well as to the best interests of the City. Permanent employees who are to be laid-off for lack of work, funds or other just cause, shall be given at least two weeks' notice.

Section 2. Resignation

An employee wishing to leave the Classified Service in good standing shall file with his supervisor at least one week before leaving the service, a written resignation stating the effective date and reasons for resigning. The resignation shall be forwarded to the Personnel Director with a statement by the Department Head concerned evaluating the services of the employee.

Failure to comply with this Rule shall be entered on the employee's service record and may be cause for denying future employment with the City. Any resignation without notice shall be reported immediately to the Personnel Director by the Department Head.

Section 3. Lay-Off

The City Manager may lay-off an employee from the Classified Service because of a shortage of work, lack of funds, material change in duties or organization, return of an employee from a leave of absence, or for other valid reasons. All possibilities for a transfer must be exhausted before lay-off.

At least two weeks prior to the effective date of a proposed lay-off, the Department Head shall notify the Personnel Director of the proposed action with the reasons therefor, and shall submit at that time a statement certifying in each case, whether or not the services of the employee to be laid off have been satisfactory. A copy of such notice shall be given to the employee affected.

Whenever the lay-off of one or more employees shall become necessary as defined in Article XIII of the Charter and in this section, such lay-off shall be made within classification and department when employees with permanent appointments in the class are involved.



The order of lay-off of employees with permanent appointments in the class shall be in the reverse order of total cumulative time served upon the established date for the lay-off to become effective. This will permit lay-off to the next lower class provided the total seniority exceeds the total seniority of at least one employee in the next lower class.

No employee holding a permanent appointment in the class from which lay-off is to be made shall be laid off, unless all provisional and probationary employees in that class have first been terminated.

The names of probationary employees and employees with permanent status who are laid off shall be placed on appropriate re-employment lists in the order of total cumulative time served in the Classified Service of the City. Total cumulative time in such cases shall include time served on military leave of absence from the Classified Service.

#### Section 4. Displacement

A provisional employee appointed to a position which subsequently is to be filled by the probationary appointment of an eligible shall be terminated as soon as practicable after the establishment of the appropriate list and in no case shall a provisional employee be employed in a class for which a list has been established more than thirty (30) days beyond the effective date of such list.

#### Section 5. Other Terminations

- 5.1 Death
- 5.2 Discharge or Dismissal
- 5.3 Personal Incapacity
- 5.4 Retirement
- 5.5 Work Completion

#### Section 6. Notice of Termination

Department Heads shall notify the Personnel Director of all termination actions before or within two days after the termination has occurred unless specifically stated otherwise in this Rule. Such notice shall be on forms prescribed and furnished by the Personnel Director, and shall indicate the time and reasons for termination, and whether or not the employee's services have been satisfactory.





RULE X

OUTSIDE EMPLOYMENT

Section 1. Power to Grant Request

The City Manager shall have the power to approve the requests of a full-time employee to engage concurrently with his public service in outside employment or private business, provided such request meets the conditions set out in Section 2 of this Rule.

Section 2. Conditions Under Which Requests May Be Granted

A full time employee may be permitted to engage in outside employment or private business, provided that:

- (a) Such activity does not affect the quality, the efficient performance for punctuality of his work or cast discredit upon or create embarrassment to the City Government;
- (b) Such activity is part-time or occasional in nature; and
- (c) The employee's request is recommended by his department head.

Section 3. Procedure for Requesting Approval

A full-time employee who seeks permission to hold outside employment or engage in private business concurrently with his public service shall make such request in writing to his Department Head, setting forth the following information:

- (a) The exact nature of the proposed activity;
- (b) The total weekly number of hours he proposes to spend in such activity; and
- (c) The name and address of the place in which such activity is to be conducted, together with the name of the employer, if any.

Section 4. Limitations on Approved Requests

The City Manager shall have the power to revoke permission to engage in outside activity at any time for cause. Every case of outside employment shall be reviewed at least once annually by the Department Head to determine whether or not permission should be extended or cancelled. The Personnel Director shall make recommendations regarding outside employment to the City Manager.



Section 5. Exceptions to the Provisions of this Rule

No intermittent, part-time or seasonal employee shall be required to obtain permission to engage in outside employment or private business, provided such activity does not cast discredit upon or create embarrassment to the City Government. The City Manager shall have the power to terminate any intermittent, part-time or seasonal employee whose outside employment casts discredit upon or creates embarrassment to the City Government.

Section 6. Penalty for Violation

Failure to abide by this Rule shall be just cause for disciplinary action or discharge.





## RULE XI

## APPEALS - HEARINGS

Section 1. Purpose

It is the purpose of this Rule to provide a fair, orderly procedure whereby any employee shall have the right to appeal to the Personnel Board relative to any situation bearing upon his employment status or conditions of employment. However, it is expected that he has exhausted all other means within the City Service. It is further the purpose of this Rule to provide for informal hearings to the maximum extent consistent with fairness to both the appellant and the City. An employee has the right to appear before the Board with or without counsel. In all complaints and appeals, the employee shall have the right and duty to state the nature of and the reasons for his complaint or appeal, to present his point of view, to direct such questions as are proper to any employee or officer of the City who is involved and shall, in turn, be required to answer such proper questions as the Board and any employees or officers of the City may direct to him, provided such questions shall further the findings of facts in the case. In no case shall the Board be required to observe formal rules of evidence. The Board or employee may require verbatim minutes to be taken of any hearings.

Section 2. Procedure for Requesting  
Hearing on Complaints

Any employee who wishes personally to present his complaint to the Board should first have aired his complaint to his supervisor(s), to this department head, to the Personnel Director and to the City Manager in the order named. Any grievance and its reply shall be reduced to writing and initialed by both parties, and a copy of the grievance and its reply shall be given to the employee involved. Such documentation shall begin at the department head level. When these means have been exhausted, he shall submit, in writing, his request for a hearing to the Personnel Director, which must include the documented statement that the appealing employee has presented his complaint to his department head, the Personnel Director and the City Manager; that he has not obtained the redress or corrective action which he seeks; the nature and the reasons for the appeal; and the corrective action or redress which the appealing employee wishes the Board to provide.



Upon receipt of such request, the Personnel Director shall inform the individual board members, the City Manager, and the head of the department involved of the nature of the request. The Personnel Board must then provide a public hearing as indicated in Section 4 of this Rule XI. The employee shall be entitled to notification at least five days in advance of the hearing, although the employee may waive such right if he so wishes. In all such cases, the Personnel Director shall notify the employee of the exact date, time and place of hearing.

Section 3. Procedure in Cases of Demotion, Suspension, Dismissal, or Reduction in Pay

No employee in the Classified Service shall be demoted, suspended if for more than thirty days in any one calendar year, dismissed, or reduced in pay, except by the filing of written charges and by the order of the City Manager.

A true and correct copy of such charges shall be served on said employee who shall have the right, within ten days after such service, to file his written answer or explanation to said charges. If the employee or former employee wishes to appeal or otherwise object to the accomplished act, he must comply with the requirements in Section 2 of this Personnel Rule XI, beginning at the City Manager level, in order to obtain a public hearing by the Board.

The failure of said employee to answer or explain said charges within ten days after the service thereof upon him shall be deemed an admission thereof and subject said employee without recourse to the penalty or punishment provided for in the order of the City Manager.

Section 4. Investigations and Hearings

Upon receipt of a proper request as indicated in Sections 2 and/or 3 of this Rule, the Personnel Board shall cause an investigation to be made of the entire matter, and schedule a public hearing thereon within a period not to exceed thirty days, which may be extended at the request of or with the consent of the appealing employee.



The Personnel Director shall notify the appealing employee, other employees involved, and the Board of the time, place and date of the hearing at least five (5) days prior thereto. Upon the conclusion of the hearing, the Board shall cause its findings and recommendations to be prepared in writing and filed as an official record. The Personnel Director shall deliver a certified copy of such findings and recommendations to the City Manager, the department head, to the employee affected by such findings and recommendations, and to all other persons directly involved in the matter.

Any member of the Board may submit a minority or supplemental report which shall be attached to the findings and recommendations of the Board.





RULE XII

SUSPENSION, DEMOTION, REDUCTION IN  
PAY AND DISMISSAL

Section 1. General Provisions

The City Manager may suspend, demote, reduce in pay, otherwise discipline or discharge any employee in the Classified Service, provided the provisions of Article XIII and of these Rules are adhered to.

Section 2. Bases for Suspension, Demotion,  
Reduction in Pay and Discharge

The tenure of every employee holding a probationary or permanent appointment in the Classified Service shall be during good behavior and fit and efficient service, but any employee may be discharged, suspended, demoted or reduced in pay, or otherwise disciplined for any of the following reasons:

- (a) Conduct unbecoming an employee of the City Service
- (b) Incompetence or inefficiency
- (c) Insubordination
- (d) Neglect of duty
- (e) Immoral or disorderly conduct
- (f) Mental or physical incapacity
- (g) Damage to or waste of public equipment, property or supplies due to negligence or willful acts
- (h) Conviction for any criminal act involving moral turpitude
- (i) Unauthorized absence from duty
- (j) Willful violation of the provisions of Article XIII of the Charter or these Rules.

The above reasons are indicative and not restrictive. Discharge, suspension, demotion, reduction in pay or other discipline may be based on reasons other than those specifically mentioned above. However, in all cases there must be adequate proof of the charges.



RULE XIII

MEDICAL EXAMINATION

Section 1. Purpose

The purpose of the health service is to develop and operate a health and safety program calculated to improve efficiency and morale of City employees.

Section 2. Medical Examinations

All persons appointed to either temporary or probationary positions in the classified service shall be interviewed regarding personal health history and may be examined, depending upon medical history, age, and/or class specification. The examination shall be performed by the Public Health Director or other licensed doctor of medicine prior to initial appointment whenever possible, but at least within thirty (30) days of initial appointment.

All persons presently employed in the classified service who are to be transferred to a classification requiring more exacting physical qualifications than the position presently held shall be interviewed and examined by the Public Health Director or other licensed doctor of medicine prior to such transfer whenever possible, but at least within thirty (30) days of such transfer.

No appointment or transfer as defined above shall be made or be continued unless a statement by the examining physician is filed in the Personnel Office to the effect that:

- (a) The candidate does have the health and physical qualifications for the position as outlined in the specifications;
- (b) Any physical incapacities the candidate may have are not such that his job performance will be below the accepted level for the position or constitute a danger to himself or others; and
- (c) The candidate has been advised of any defects which should or could be remedied.

The detailed history and record of the physical examination shall be confidential and kept in the office of the Public Health Director.

(Amended by Reso. No. 21-76, Adopted February 23, 1976)



The Personnel Director, Public Health Director, and the various department heads shall work out the physical specifications and requirements for the various positions in the Classified Service.

All personnel in the Classified Service shall periodically be interviewed regarding personal health history and examined by the Public Health Director or other licensed doctor of medicine. The Personnel Director, the Public Health Director and the various department heads shall determine upon the basis of the type of work and other pertinent factors the frequency with which such examination shall be taken. The detailed history and findings of such examination shall be confidential and kept in the Public Health Director's Office, except:

- (a) When a condition is discovered that may menace the health and safety of the employee's fellow workers or the public, or be detrimental to the City's interest;
- (b) When the employee examined requests that information regarding his personal health be reported to his employer or other person; or
- (c) When a report is required by law.

Following the examination, a report shall be filed by the examining physician to the effect that:

- (a) The employee has been examined;
- (b) Any physical incapacities are or are not such that his job performance will be below the accepted level for the position and will or will not constitute a danger to himself or others; and
- (c) The employee has been advised of any defects which should or could be remedied.

Any employee may voluntarily request an examination at any time.

The Personnel Director or Department Head may request an examination of any employee if there is reasonable cause to suspect that the employee may be a menace to his fellow workers or the public because of any health condition.





In any examination when a condition is found that is not a menace to others and does not affect fit and efficient service it will be the responsibility of the employee to accept or reject any recommendations that may be made for treatment of the condition.

In any examination when a condition is found that affects the ability of the employee to provide fit and efficient service in the position that the employee holds, it will be the responsibility of the employee to correct the condition if possible or to accept whatever action must be taken by the City because of his failure to perform satisfactorily on the job.

In any examination when an employee is found to have a condition that may reasonably be expected to be a menace to his fellow employees or the public, it will be the responsibility of the Personnel Director and the department head to take such action as necessary to assure the safety of other employees and the public, including but not limited to forced leave of absence with or without pay, and termination of employment.



RULE XIV

RESIDENCE RULE

Section 1.

With the exceptions indicated in Section 2 below, there are no restrictions upon City employees regarding residence. In certain open examinations, City residence may be required of applicants when, in the judgment of the Personnel Director, there is a sufficient number of qualified applicants residing within the City to assure adequate competition in the examination. In no case will City residence be required of current City employees who wish to compete in either open or promotional examinations.

Section 2.

In order that all City employees shall be available for duty when necessary, the following rules shall apply:

- (a) All employees shall live close to rapid and frequent means of public transportation, or shall provide themselves and maintain themselves with adequate and dependable means of private transportation;
- (b) All employees shall maintain adequate and dependable means of communications, such as telephone, which will provide a method of notifying such employees of the need for their services in serious emergencies during off-duty hours;
- (c) Each such employee shall be responsible for notifying his department head in writing of current residence, means of transportation, and method of communication, including telephone number. Any change of status must be reported within 24 hours;
- (d) Failure of any such employee to maintain and notify of residence, transportation and communication as indicated above may be considered as a violation of this Rule, thereby subjecting the offending employee to proper disciplinary action or removal.

(Amended by Reso. No. 61-75, Adopted April 14, 1975)



RULE XV

PERSONAL CONDUCT

Section 1. Personal Conduct

Employees are required at all times to conduct themselves in such a manner as to reflect no embarrassment or discredit upon the City of Richmond.

Section 2. Financial Affairs

Employees shall so conduct their personal financial transactions that creditors and collection agencies will not attempt to make use of the office of the City Manager, the department heads, or the Personnel Director for the purpose of making collections.

Section 3. Political Activity

- (a) An officer or an employee of the City shall not directly or indirectly solicit or receive political funds or contributions knowingly from other officers or employees of the City or from persons on the employment list of the City.
- (b) Every officer or employee of the City shall prohibit the entry into any place under his control, occupied and used for governmental purposes of the City, of any person, for the purpose of therein making or giving notice of any political assessment, subscription or contribution. This subsection shall not apply to the auditorium or other places used for the conduct of public or political rallies or similar events, nor to any park, street, public land or other place not being used for City governmental purposes.
- (c) No one who holds, or is seeking election or appointment to, any office of City employment shall directly or indirectly use, promise, threaten or attempt to use, any office, authority or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid or obstruct any person in securing, or to prevent any person from securing, any position, nomination, confirmation, promotion, change in compensation or position, within the City, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration.





- (d) No officer or employee of the City shall participate in political activities of any kind while he is in uniform.
- (e) (Campaign activity by City Employees)  
(Repealed by Resolution No. 31-72, adopted February 7, 1972 per Writ of Mandate dated January 19, 1972.)
- (f) Each employee or officer who is in doubt about the propriety of a specific activity is directed to discuss it with the Personnel Director, and if necessary, with the City Manager. The Board will hear any employee who feels that the City Manager, in interpreting this section or in establishing policy on points of political activity not covered herein, has infringed upon his rights as a citizen.
- (g) In addition to the above, the provisions of Section 11, Article XIII, of the City Charter concerning political activity shall be adhered to.

Section 4. Gifts and Gratuities

No employee shall be permitted to receive gifts or gratuities for favors or services performed during the course of City employment.

Section 5. Penalty for Violation of Personal Conduct Provisions

Failure on the part of any employee to abide by the provisions of this rule shall be grounds for disciplinary action or discharge.

(Amended by Reso. No. 93-75, Adopted June 16, 1975)



RULE XVI

REPORTS AND RECORDS

Section 1. Roster and Roster Cards

The Personnel Director shall establish and maintain a roster of all City employees, which shall be a public record. This roster shall consist of one or more roster cards for each employee in the service of the City. Basic information on each roster card shall include the employee's name, title of position held, the City department in which employed, the salary received, changes in employment status, and such other information as may be considered pertinent.

Section 2. Change of Status Reports

Every appointment, transfer, promotion, demotion, change of salary rate, and any other temporary or permanent change in status of the employee shall be reported to the Personnel Director in such manner as he shall prescribe, subject to the approval of the City Manager, and upon such forms as he shall provide.

Section 3. Probationary Performance Reports

All departments shall make and report performance ratings on all probationary employees in the Classified Service. Such ratings shall be made in a manner and at such times as are approved by the City Manager, and upon forms prescribed and provided by the Personnel Director.

Section 4. Preservation of Personnel Records

Roster cards and payroll vouchers shall be kept permanently. All other records relating to personnel, including correspondence, applications, examinations and reports may be destroyed after one year.

Section 5. Records Shall Be Confidential

All matters pertaining to personnel applications and interviews must be held confidential. The employee concerned, the person or persons within the department seeking to fill a position may have access to personnel records, as well as the Personnel Director or his designated representative. The Personnel Board may make said records available to others should the need arise in the Board's judgment.



RULE XVII

GENERAL PROVISIONS

Section 1. Personnel Board

(a) Order of Business

The order of business of the Board meetings will be as follows:

- (1) Reading of Minutes of previous meeting
- (2) Communications
- (3) Unfinished business
- (4) Consideration of problems and reports
- (5) Adjournment

(b) Communications to the Board

- (1) All communications and requests to the Board shall be made in writing. They shall be sent to the Personnel Department in time to be included on the Personnel Board agenda. Such agenda shall be prepared and distributed to interested parties one week prior to a Board meeting. Communications and requests received after mailing of the agenda shall be referred to the Chairman of the Board. The Chairman shall decide whether the item may be presented at the meeting. The substance of such communications and requests and the action taken thereon shall appear in the minutes of the meeting.

(c) Public Hearings and Private Hearings

All hearings conducted by the Board shall be in accordance with Article XIII of the Charter.

Section 2. Amendment and Revision of Rules

Request for amendment and revision of these Rules may initially be made to the Personnel Board at any regular meeting by any interested person.





Prior to its consideration of any proposed amendment or revision, the Board shall cause the proposed amendment or revision to be publicly posted at such places as the Board shall prescribe, for at least fourteen (14) calendar days, together with notice of the time, place and date of the hearing.

At such hearing, any interested person may appear and be heard.

Section 3.      Disclosure of Religious or  
Political Views or Affiliations

No question shall be directed in any part of the entire Personnel procedure to any employee or any person seeking to become an employee as an attempt to elicit information concerning his political or religious beliefs or affiliations. No appointment to or removal from a position in the Classified Service shall be affected or influenced by any political or religious opinion or affiliation.

Section 4.      Fingerprinting - Investigation

The Personnel Director shall require the fingerprinting of each person who is to be offered an original appointment to the Classified Service.

The Personnel Director, in his discretion, may investigate or have investigated, the character, reputation and background of any person being considered for appointment to the Classified Service.

Section 5.      Waiver of Rights

No officer or employee shall require a candidate for employment, or any temporary or probationary or permanent employee to sign any document whereby such person waives any rights accruing; to him under the provisions of Article XIII of the Charter or of these Rules.

Section 6.      Violation of Rules

Violation of the provisions of these Rules shall be grounds for dismissal, rejection, suspension, or other proper disciplinary action.

Section 7.      Membership in Employee Pension System

All Classified employees, including uniformed members of the Fire and Police Departments, must become members of the State Employees Retirement System as provided by the State Employees Retirement System regulations and procedures upon initial appointment to the City Service.



RULE XVIII

SELECTION OF EMPLOYEE REPRESENTATIVE  
ON THE PERSONNEL BOARD

Section 1. Intent and Purposes

The purposes of this Rule are to implement Article XIII, Section 6, Paragraph 3, of the City Charter, and to facilitate the continued use of fair, democratic nomination and election of a panel of three names to be considered by the City Council for appointment to the Personnel Board.

Section 2. The Committee Representing City Employees

All regular, full-time City employees in the Classified Service shall be considered as a committee of the whole. At such times as an appointment to the Personnel Board is to be made from a panel of three names submitted by a committee representing City employees, an election shall be conducted by the City Clerk. All regular, full-time classified City employees shall have the right to nominate persons to the panel. After completion of the nominations, all regular, full-time classified City employees may vote for three of those nominated. The three nominees receiving the highest vote shall be submitted to the Council.

Section 3. Conduct of Election

The panel shall be selected through nomination and election conducted by the City Clerk. The City Clerk shall:

- (a) Establish reasonable dates for nominations and receipt of ballots.
- (b) Appoint departmental representatives relating to geographical locations of City facilities to be responsible for conduct of the election within their work areas, or conduct elections with the staff of the Clerk's office.
- (c) Provide ballot boxes in such geographical locations for receipt of ballots.



Rule XVIII Sec. 3(d)

- (d) Provide a master list of regular, full-time classified City employees who are eligible to participate in the nomination and election.

When an eligible employee casts his ballot, he shall sign the master list in the presence of the City Clerk or designated departmental representative.

The City Clerk shall insure that persons nominated for the panel meet the City Charter requirements for Personnel Board membership. The City Clerk shall also ascertain the willingness of nominees to serve if elected.



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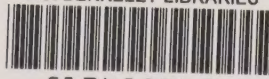
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